

GROUP 5 TRAINING ACADEMY OPERATING INSTRUCTION

1-1. Overview. The Group 5 Training Academy provides Group 5 and other CAP members with the opportunity to regularly participate in training courses.

a. Frequency. The academy is held monthly, usually on the third Saturday of each month.

b. Location. The academy is held at Mather Field, with principal operations at the California National Guard Amory.

c. Schedule. The academy will operate according to this schedule:

0830-0900	In-Processing
0900-0910	Opening Formation
0910-1200	Block 1
1200-1300	Lunch CAC Meeting
1300-1800	Block 2
1800-1815	Closing Formation/Graduation
1815-1900	Soda and Ice Cream Social
1900	Departure

1-2. Course Offerings and Curriculum

a. Curriculum. The academy offers courses that are required training for CAP members, aids the member in progress towards mission and leadership development, and assists CAP units in effective mission accomplishment.

b. Quarterly Course Schedule. The academy will publish the course schedule each quarter so that members have ample time to plan to participate in needed courses. The schedule will be published on the Group 5 website and distributed via email to Group 5 distribution lists. The commandant will work with the Group 5 staff and squadron commanders to identify needed courses, an instructor staff to teach the courses, and schedule the offerings.

c. Multi-part courses. Many courses offered through the academy are multi-part courses, requiring students to attend all parts of the course to receive course completion credit. For example, Basic Cadet School is offered as a multi-part course, requiring students to participate in Part 1 and Part 2 to complete the course. Students will need to register for each part to confirm their intended participation. Students will need to attend all parts of the course in the order they are offered in order to complete the course. For example, if Basic Cadet School Part 1 is offered in October and Part 2 is offered in November, a student will need to participate in these two parts of the offering. Students will not be able to join another offering of Part 2 at a later day without participating in the immediately preceding offering of Part 1.

1-3. Registration. As the academy is hosted monthly, with many courses offered each month, a simple online system is used to allow members to register for their desired course. The registration system will open approximately four weeks before each academy session, and will close once capacity is reached. Registered participants will receive course instructions via email. The registration system is hosted at <http://gp5.cawg.cap.gov/>

1-4. In-processing. Each member participating in training hosted at the academy will in-process and then fall-in with their fellow course participants in opening formation.

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a. Sign-in. To expediently allow 100+ members to sign-in, course attendance sheets will be used to record the members present. Academy admin personnel will check off that the member is present for training and collect the member's CAWGF 150.

b. CAWGF 150. All participants must submit a completed CAWGF 150 during in-processing. For members participating in a multi-part course, the CAWGF 150 only needs to be submitted during in-processing for part 1 of the course. The CAWGF 150 is collected to ensure that the member has been authorized by their commander to attend the training, and to have emergency information for the member on-hand in case of an emergency.

1-5. Out-processing. Cadets will only be released from the academy according to the instructions on their submitted CAWGF 150. All members will out-process after closing formation.

1-6. Academy Staff. The academy is led by small command and administrative staff. Each course offered at the academy is led by qualified instructors who are responsible for administering

a. Command Staff

(1) Commandant. Overall responsible for the safe and effective operation of the academy. Partners with the Group 5 staff and squadron commanders to identify training needs. Recruits and coordinates instructor staff to lead course offerings. Leads the academy staff to ensure effective training during each academy training day.

(2) Safety Officer. Responsible for holding the safety briefing at the beginning of each academy, using ORM with the commandant and instructor staff to identify risk and mitigations for the overall academy and each course being offered, and observing the operation of each course to ensure mitigations are effective and identify any unsafe operations.

b. Administrative Staff

(1) Admin and Asst. Admin Officer. Responsible for managing in- and out-processing, publishing participation letters, and maintaining the online registration system.

c. Instructor Staff. Each course has unique instructor requirements. The commandant will recruit and coordinate course instructors necessary for each course hosted at the academy.

1-7. Record-keeping. Course completion will be recorded using participation letters which will be archived on the Group 5 website. CAWGF 150's will be retained only as long as the member is participating in the course for which the CAWGF 150 was submitted.

1-8. Safety. The academy will ensure the safety of members during official course offerings

a. Safety Briefing. During the academy's opening formation, all participating members will receive the safety briefing for that day's training. Topics in the safety briefing will include:

- (1) Emergency exits.
- (2) Risks and mitigation procedures.
- (3) Procedures in case of medical emergencies.
- (4) Fatigue and hydration.
- (5) Course-specific guidance and procedures with unique safety aspects.

b. Operational Risk Management. The academy will leverage operational risk management to identify risks and mitigations. Academy participants will be briefed on identified risks and mitigations during the academy's safety briefing.